

**ALEXANDRIA TOWNSHIP COMMITTEE
MINUTES
January 22, 2020**

This meeting was advertised in The Hunterdon Democrat notice posted in the Alexandria Township Municipal Offices and the Alexandria Township Website (www.alexandriaj.gov) as required by the Open Public Meetings Act.

Meeting Called to order at 6:02 PM.

ROLL CALL:

PRESENT: Mayor Plumer, Committeeman Pfefferle (arrived at 6:09 p.m.),
Committeeman Kiernan, Twp. Atty. Dragan

ABSENT: None

ALSO PRESENT:

Twp. Planner Banisch, Twp. Engineer Decker

Comm. Kiernan made a motion, seconded by Mayor Plumer to go into Executive Session. (6:02 PM)

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Open Public Meetings Act RESOLUTION- Executive Session

WHEREAS, N.J.S.A. 2:4-12, Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist:

NOW, THEREFORE, BE IT RESOLVED by the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - _____ A confidential or excluded matter under Federal or State Law or Court Rule.
 - _____ A matter involving information that may impair the Township's rights to receive funds from the United States Government.
 - _____ A matter constituting an unwarranted invasion of an individual's privacy rights.
 - _____ Collective Bargaining Agreement or negotiation of the Agreement.
 - _____ Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.

- _____ Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.
- _X_ Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.
Beneduce Vineyards
Joint Court
- _X_ Matters falling within the attorney-client privilege.
Salvation Army
- _____ Personnel matters involving a specific employee or officer of the Township
- _____ Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.
3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
 4. The executive session minutes will be placed on file in the township clerk's office, and will be available to the public as provided for by New Jersey law.
 5. This Resolution shall take effect immediately.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to return to Public Session **(8:37 PM)**.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Matters Discussed in Executive Session:

- **Beneduce Vineyard**

Reviewed a proposed settlement from Beneduce Vineyards. The next hearing at the CADB is February 13, 2020.

- **Salvation Army**

Twp. Planner Banish will review an email he received from Atty. Nicole Voight who is representing the Salvation Army regarding housing at the camp.

- **Joint Court**

Comm. Kiernan met with the Mayors of Holland Township and Frenchtown Boro in regards to Alexandria Township being the lead agency to pay several court staff. Finance Assistant Courter has requested that time sheets of court staff being paid by Alexandria be sent via email. Finance Assistant Courter will email time sheets weekly to the Holland Township and Frenchtown Boro CFO's and provide a quarterly invoice to them as to

what their portion due is. Frenchtown Boro currently has their Attorney re-drafting an amended court agreement in regards to reimbursement of salary obligations.

NEW BUSINESS:

- **2020 Budget**

Mayor Plumer wanted to carve out the responsibilities of the 2020 Budget for the following office staff:

Township Clerk/Administrator-Making sure that the budget is moving along and deadlines are being met

Finance Assistant Courter-To be heavily involved with entire budget process

CFO Steinberg-To review budget progress/documents of Finance Assistant Courter

Comm. Pfefferle would like capital analysis of DPW projects and what past budgets projected and what was spent.

Mayor Plumer would like to see a long range plan for the Township needs. Township Clerk/Administrator Bobrowski noted that her office is working on modernizing the municipal offices to accommodate the residents better by being able to pay taxes online, dog licenses online, and applying for building permits online. Software quotes will be presented during the budget. Majority of residents who come into the office request to use their credit cards for payment and the Township can't accommodate that at this time. Township Clerk/Administrator Bobrowski would like to implement for 2020.

- **Workshop Meetings**

Comm. Kiernan would like to have less workshop meetings than were last year. Feels that the Township Committee should make sure that Township matters remain on the meeting agenda for the 2nd Wednesday of each month. The 4th Wednesday meeting of each month was advertised as a regular meeting to reduce costs of advertising the meetings if action was needed to be taken. Mayor Plumer noted that the Township Committee will try to avoid meetings on the 4th Wednesday of each month if not warranted. Since the meetings were advertised in the paper the Township Clerk would need to post a notice on the door and the website that the meeting would be cancelled for that particular meeting.

BILL LIST:

- Bill List for January 22, 2020

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve the January 22, 2020 bill list.

Roll Call: Aye: Plumer, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

Mayor Plumer asked what the procedure is on how office personnel can request to attend classes, seminars, and conferences for continuing education. Township Clerk/Administrator Bobrowski noted that a majority of personnel who are part-time with various other Towns will have their classes paid for by that Township, Alexandria Township has not ever paid for their continuing education. For those that have classes, seminars, and conferences paid for by Alexandria Township, personnel would get permission from their department head to attend a class and if there is money available in their budget will approve or deny the request. The department head or Administrator authorizes the approval to attend classes.

Discussion ensued as to whether the Township has a policy for attending classes and what the Township would like to implement moving forward. Comm. Pfefferle suggested that classes attended be specific to the work being performed for the Township and in a previous Township he was on the Committee had employees write papers as to what they learned in their seminar that could be beneficial to the Township. Mayor Plumer asked Township Clerk/Administrator Bobrowski to see if there is a policy in place to approve and attend classes.

Comm. Pfefferle asked Township Clerk/Administrator Bobrowski to reach out to CFO Steinberg for cross-training Deputy Clerk Houck in the finance department/payroll.

MOTION TO ADJOURN

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to adjourn at 9:18 PM.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 9:18 PM.

Respectfully Submitted:

**Michele Bobrowski, CMC/RMC
Township Clerk**

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of January 22, 2020 and certify that said Minutes were approved by the Township Committee on the 12^h day of February 2020.

Gabe Plumer, Mayor